

**PERAC
JOB OPENING**

OFFICIAL TITLE: Auditor

SALARY RANGE: \$50,000-62,000

DUTIES:

Travels primarily (Northern Region) to audit sites and performs detailed work in auditing public retirement systems in the areas of expenditures, assets, liabilities, financial statements, investment portfolios, retirement allowances, and similar records to comply w/ set laws and regulations.

Examine records, reports, operating practices, and documentation to ensure compliance with the established accounting and management standards and internal control procedures.

Appraise adequacy of internal control systems by reviewing completed audit questionnaire; develop audit tests to measure compliance.

Assess internal control systems and when necessary recommend new policies and procedures.

Perform various audit-related tasks, including, but not limited to, conducting audit testing and preparing electronic work papers, attending and participating in meetings and interviews, employing analytical skills in assessing documents and records, and preparing various written documents.

Assists auditor in charge with the evaluation of the internal control questionnaire while reviewing minutes of meetings, elections of board members, open meeting requirements and major changes to assure compliance with regulations.

Assists auditor in charge in the preparation of written reports or data entry of examinations itemizing all findings for review by Chief Auditor in the preparation of the Final Audit Report.

Communicate audit findings by preparing a final audit report and discussing findings with audit staff.

When findings exist, assist in performing a six month follow up to ensure retirement system has taken corrective action.

As needed, will assist at the PERAC office in the computation and entry of performance for the pension funds including dividends and interest receivables, market values and performance calculations and verification.

Enters data as required for related audit worksheets and schedules.

Perform other work related duties or special projects as required by Chief Auditor and Deputy Executive Director.

QUALIFICATIONS:

Experience in audit and legal compliance. Attention to detail. Working knowledge of the financial administration of public retirement plans and the Massachusetts retirement system a plus.

Bachelor's Degree in Accounting, Finance, or related field. CPA and any relevant education and training a plus. Valid Driver's License.

Send Resume and Employment Application to:
Human Resources
Public Employee Retirement Administration Commission
5 Middlesex Ave., Suite 304
Somerville, MA 02145
Employment application may be obtained @ www.mass.gov/perac

Affirmative Action/Equal Opportunity Employer. Minorities, women, physically challenged and Veterans are encouraged to apply.